

## Sample Letter for Requesting Medical Records

Jane Doe  
123 Main Street  
Hometown, USA 45678

November 14, 2003

Elaine Smith, MD  
910 Any Avenue, Suite 11  
Hometown, USA 45678

Dear Dr. Smith,

I've decided to take responsibility for collecting and keeping copies of my medical records. That way, I'll be in a position to keep track of my own health information and furnish pertinent data to everyone involved in my care.

Thank you for helping me participate in my own care by sending me copies of *(list whatever the doctor or facility probably has, such as laboratory tests, EKG and other heart tests, specialist consultation reports, hospital discharge summaries and operative reports)*.

Enclosed is a stamped, self-addressed envelope along with my check for \$15 to cover the expense of copying my records *(enclose a small fee if you have a lot of records and decide to send this letter rather than give it to the doctor during your next office visit)*.

Sincerely,

Jane Doe  
Date of birth: March 10, 1946